

Genus Hours for Kelly Services

**User Guide
for employers**

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Approval and follow-up of hours

1. Logon

Approval and follow-up of timesheets for temps hired through Kelly Services is performed through the web-application Genus Hours (<https://hours.kellyservices.no>). Using this application requires a username (your email address) and password received by email. Those of you with a username and password for the old time reporting application “Web Time” (before April 28th 2013) may still use this for logon.

Please contact your responsible Kelly Services consultant if you have not received an email with logon information, or you may try the “Forgot password?” feature if you are uncertain of your password.

Your username is the same as the primary email address that has been registered at Kelly Services.

The screenshot shows the Genus Hours login interface. On the left, there is a 'Highlights' section with a link to download a PDF reader for pay slips. The main login area on the right includes fields for 'username' and 'password', a 'Stay signed in' checkbox, a blue 'Sign in' button, and a 'Forgot password?' link. Red arrows point from text annotations to the 'Forgot password?' link and the 'Stay signed in' checkbox. The annotations include: 'A new password is sent to your email address. You may change password once logged in.' pointing to the 'Forgot password?' link; 'Do not use this feature if you are using a public computer' pointing to the 'Stay signed in' checkbox; and 'News and messages from Kelly Services are visible here.' pointing to the highlights section.

Highlights **News and messages from Kelly Services are visible here.**

Download pdf reader (for payslips)
In order to download and read the payslips available once logged in, you need a PDF reader. It may be downloaded from this location..
[Download Adobe PDF Reader here »](#)

A new password is sent to your email address. You may change password once logged in.

Genus Hours FOR KELLY SERVICES

username

password

Stay signed in

Do not use this feature if you are using a public computer

Sign in

[Forgot password?](#)

Norsk | [English](#)

[Help for employee](#) | [Help for contact](#)

2. Overview

The following startpage is displayed upon login to Genus Hours.

Genus Hours FOR KELLY SERVICES

Messages messages sent from Kelly Services

Per Nilsen Contact view

Submitted timesheets, to be reviewed / approved

Historical overview of timesheets

Change language, security level (change to see timesheet for employees within your department or the whole company), or change username or password

Click a column to sort

EMPLOYEE	ASSIGNMENT	TOTAL TIME	TOTAL OVERTIME	TOTAL ABSENCE	DEPARTMENT	PERIOD	STATE	SUBMIT DATE
Ola Nordmann	4708 - Kundekonsulent	82:30	0:00	0:00		March 2013	Submitted	02.04.2013
Ola Nordmann	4708 - Kundekonsulent	67:30	4:00	7:30		March 2013	Submitted	02.04.2013

Approve selected

Mark timesheets and approve, or click a row to see timesheet details before approval

Timesheets

Pending timesheets

List of timesheets submitted by temps, ready for approval.

Completed timesheets

Search the timesheet history (approved and processed timesheets)

Statistics

Explore the sum of hours and absence for historical and in-process timesheets, distributed on year, quarter, month, temp or department.

Profile and visibility level

The menu in the upper right corner contains options for selecting language, switching between different visibility levels and change basic user information.

3. Control of timesheets

As a customer contact you have the opportunity to control the electronic timesheets submitted by the employees. Timesheets not appealed for are considered approved, and ready to be paid and invoiced.

The employees' deadline for submitting timesheets electronically is by midnight the 15th and by midnight of the last day of each month, and as an approver you have the following 2 workdays at your disposal to control, or possibly reject the timesheets. After this the electronic timesheets will be processed internally in Kelly and rejection will no longer be possible. In case a mistake is detected after you have received the invoice, we kindly ask you to inform your contact person in Kelly.

Kelly Services will send you an email a few days in advance to remind you of the above mentioned procedure.

Pending timesheets

The list displayed upon login is the "pending timesheets" list. These are all timesheets submitted by your hired employees, ready to be approved. One line equals one timesheet. The list is sortable on all columns by clicking the column header.

The  icon in the status columns indicated whether the timesheet is for the first or second half of the month. This icon is the second half of the month.

You may approve multiple timesheets directly from this list, or click a timesheet row to see the details and if you want to send a complaint. Approving a timesheets removes it from the "Pending timesheets" list.

Pending timesheets Completed timesheets

<input checked="" type="checkbox"/>	EMPLOYEE	ASSIGNMENT	TOTAL TIME	TOTAL OVERTIME	TOTAL ABSENCE	DEPARTMENT	PERIOD	STATE	SUBMIT DATE
<input checked="" type="checkbox"/>	Ola Nordmann	4708 - Kundekonsulent	82:30	0:00	0:00		March 2013	 Submitted	02.04.2013
<input checked="" type="checkbox"/>	Ola Nordmann	4708 - Kundekonsulent	67:30	4:00	7:30		March 2013	 Submitted	02.04.2013

Approve selected

View details / Send complaint

Click the timesheet you want to control. The details are displayed.

Timesheets Statistics

[←](#) **Navigate back to the "pending" list**
Ola Nordmann 1. - 15. March 2013

Company: Kundekonsulenter AS
 Assignment number/name: 4708 - Kundekonsulent

Complaint (comment required) or approve the timesheet

Assignment summary, and sum of reported hours

Total: **82:30** Normal time: **82:30** Overtime: **0:00** Non chargeable: **0:00**

! Submit complaint ✓ Approve

DAY	FROM	TO	BREAK	TOTAL TIME	PROFILE	TYPE
Fri 1.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Mon 4.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Tue 5.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Wed 6.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Thu 7.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Fri 8.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Mon 11.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Tue 12.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Wed 13.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Thu 14.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal
Fri 15.	800	1600	30	7:30	Dag kl 8 - kl 16	Normal

82:30

Comment

Write a comment (required in order to complaint)

It is important that you control the hours of each day, in addition to the “type”. If an employee has been absent, the type should be an absence code (i.e. NOT Normal or Overtime). Also perform a control of the overtime hours.

The available types for the employees are as follows:

- Normal
- Overtime
- Sickleave
- Doctor / Dentist
- Public Holiday
- Holiday / Leave of Absence
- Welfare leave
- Sickleave children

Submit complaint

If there is incorrect registration by the employee, you hereby have the opportunity to send a comment on this to Kelly. This comment leads to an interruption of the electronic timesheet, and the timesheet will be handled manually. **Attention!** It is important that any comments reported in this field only concerns specific issues related to the electronic timesheet-registration. All other inquiries must be communicated to Kelly through email or by phone.

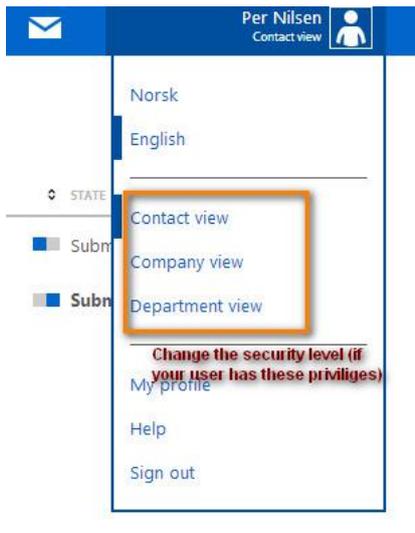
To submit a complaint, please press the “Submit complaint” button in the top of the timesheet. A comment (on the bottom of the timesheet) is required in order to click to button.

Approve timesheet

The timesheet may also be approved from the details view by clicking the “Approve timesheet” button in the top of the timesheet. The timesheet will be removed from the list “Pending timesheets”.

Change visibility level

When you log in, the default visibility level is “Contact view”. This means, the list of pending timesheet are those of employees for which **you** are listed as the responsible customer contact.



If your user has sufficient privileges, you may switch to

- Company view: See or approve timesheets for employees where the responsible customer contact is working in the same company as you.
- Department view: See or approve timesheets for employees where the responsible customer contact is working is the same department as you.

Note that the term “Company” and “Department” refers to the setup of the Kelly system, and not necessarily 100% identical to your company’s organizational division.

6. Questions and answers

I do not have a username and password

Contact your responsible Kelly consultant in order to receive a password by mail. Your mail address (registered at Kelly Services) is also your username.

I have forgotten my password

Select the «Forgot password?» from the logon page.

I want to change my username or password

Select the menu in the upper right corner, and choose «My profile». You may change your email, username or bank account number from this page.